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FAR EAST (FE) DIVISION NOTES

Organizational Structure

1. The Chief of the Requirements Staff is responsible for all reporting functions. The Chief of Reports who is assigned to this staff exercises technical supervision over all reports personnel. In addition, the Chief of Reports exercises direct supervision and control over the reports personnel who are on the T/O's of the [REDACTED]

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[REDACTED] Branches, but located as a separate reports unit, physically separated from the branches concerned. The reports personnel assigned to the T/O's of the [REDACTED] Branches are physically located with these branches and under the administrative supervision of the Branch Chiefs. The Reports Officers assigned to the [REDACTED] reports group and the [REDACTED] Branch process reports on a functional basis, however, most of the other Reports Officers process all reports for the particular country or countries concerned.

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2. It was indicated by some of the top supervisory personnel in the division that even though Branch Chiefs are theoretically responsible for both operations and reports from a practical standpoint they are more interested in operations. In developing this, it was readily admitted however, that this should not be the case. It was also pointed out that reports personnel should be separated from operations in order to provide a "healthy conflict" between Operations and Reports Officers in connection with evaluations and disseminations. For instance, Operations Officers should be more interested in protecting sources by not disseminating certain material, whereas Reports Officers should strive to disseminate as much as possible.

3. It was interesting to note that the Reports Officers who are physically separated from the branches were most insistent that reports personnel should not be assigned to the branches and the ones assigned to the branches were equally as insistent that the reports personnel should be assigned to the branches. It was the consensus of the Branch Chiefs interviewed that they have a definite responsibility for both operations and reports and that in order to properly discharge these functions, reports personnel should be assigned to the branches. However, the purely mechanical functions of typing mats, etc. could and should be performed centrally.

Personnel

1. A new T/O is needed for this division. The present T/O does not accurately reflect the existing organizational structure or personnel assignments.

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2. When this survey was made, there were four Reports Officers and three clerical vacancies. In addition, one individual occupying a GS-4 Clerk-Typist position was being used as a Reports Officer. Also one Reports Officer position was being utilized for operational duties.

3. This division had a back-log, as of the date of this survey, of 357 reports to be edited and 69 reports to be typed. In addition it was stated that there were a considerable number of reports being held in the field.

4. It is believed that if the Reports Officer positions presently authorized are filled and utilized exclusively for reports work, and if sufficient clerical and messenger personnel are provided, only two additional Reports Officer positions would be needed. Four clerical positions are also urgently needed and should be provided at the earliest practicable date. The shortage of clerical personnel has been temporarily solved by utilizing borrowed typists from the operations branches on a part-time basis. This is not very satisfactory since it requires too much time on the part of Reports Officers for repeatedly briefing new typists, reviewing their work, etc.

Procedures

1. Pouches are received in the division mail room and after being checked against the manifest are forwarded to the branches concerned for logging. In most instances raw or semi-finished reports are routed through the Operations Officers to the Reports Officers concerned for processing. After the reports have been processed and coordinated with Operations Officers, including Branch Chiefs, if considered necessary, they are forwarded to the Chief of Reports for final review and approval. The reports are then forwarded to IC for reproduction. It was noted that most of the Reports Officers in the China reports group maintain complete logs (on log sheets or Form (O-16) in addition to the central log maintained in the reports unit.

General Notes Including Comments Received

1. Reports Officers are devoting approximately 25 per cent of their time to maintaining logs, carding, messenger duties and other clerical functions. These duties could and should be performed by clerical personnel.

2. It was the unanimous opinion of all reports personnel that abstract file slips are not suitable for use in logging reports and therefore the use of these forms by reports personnel should be discontinued.

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3. All reports personnel interviewed stated that the maintenance of accurate and up-to-date background information files is an absolute necessity. It was also pointed out clearly that these files are not a duplication of the RI files.

4. One Reports Officer is being used, almost full time, to supervise the "on the job reports training" being given new reports personnel and operations personnel scheduled for overseas duty. This points up the need for either the assignment of a full time training officer to this division or the assumption of part of this responsibility by RC.

5. Prior to the conduct of this survey, proposed procedures were developed by the Requirements Staff for providing a single index card system and file upon which can be recorded all the pertinent information regarding any one report so that follow-up studies of the report can be made. It was quite evident from a review of these procedures that much thought and effort had been given to the preparation of same.

6. It was pointed out that a more effective grade structure should be approved in order to provide for better utilization of skills and promotional opportunities. In this connection it was suggested that the following gradation of Reports Officer positions be established:

Intelligence Officers (Senior Reports Officer)
" " (Reports Officer)
" " (Junior Reports Officer)

7. It was indicated during the survey that occasionally documents written in a rare foreign language are received which cannot be screened by the Reports Officer to determine even their general content. It was suggested that a system should be worked out whereby this screening service would be performed expeditiously [redacted] or a translation unit be authorized this division for this purpose.

8. Additional space is badly needed for the reports personnel assigned to the separate reports group.

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